

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Presentation: East Market Street Design Guidelines:** Tuesday, November 25th, 6:00 PM: Lecture Hall, William Carter Partnership Center Delaware Tech, Owens Campus
- ✓ **Town Offices Closed:** Thursday, November 27th, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Friday, November 28th, in observation of the Day after Thanksgiving
- ✓ **Sussex County Association of Towns:** Wednesday, December 3rd, 6:00 PM, Rehoboth Beach
- ✓ **Georgetown Christmas Parade:** Thursday, December 4th, 7:00 PM
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, December 5th, at 9:00 AM, Arena's at the Airport
- ✓ **Caroling on the Circle:** Monday, December 8th, 6:30 PM
- ✓ **Town Council Meeting:** Wednesday, December 10th, at 7:00 PM: Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of November 12th, the Town has collected \$774,528 (85%) of the October Utility Billing (\$913,166)
- Reminder letters for delinquent utility bills were mailed on November 12th
- Monthly Key Revenue Items Report (October 2014) – copy attached
- Real Estate Transfer Tax Summary (October 2014)

	October 2014		October 2013	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$23,507	\$119,615	\$22,035	\$88,083

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Code Enforcement Report – October 2014 issued and posted to website (copy attached)
- Received \$10,00 in Law Enforcement Block Grant (LEBG) funding to complete purchase of new 800 MHz radios
- Received a Thank You” and \$250.00 donation from Delaware Tech for the Adult CSI course

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Planning

- Town Engineer comments provided to applicants (November 10th, 2014):
 - Conditional Use – 202 North Bedford Street
 - Sports Field Expansion – Sussex Academy
- Predevelopment Meeting for Burger King site redevelopment held on November 12th
- Building Permit Summary (October 2014)

Building Activity	October 2014	September 2014	October 2013
Permits Issued	32	23	28
Value of Improvements	\$378,284	\$150,929	\$825,847
Permit Revenue	\$2,155	\$1,250	\$3,205

Wastewater

- Large Lagoon depth is 2 ¾ feet and Small Lagoon depth is 1 ½ feet
- Pulled end caps and flushed zones 1 – 5, 10, and 11 at Pettyjohn Woods
- Delaware Forest Service has augured holes for tree relocation from East Market Street

Public Works

- Finished Clean up from Return Day, started Christmas decorations
- Gateway Construction completed final phase of Margaret Street CDBG project (see photo 1)
- Teal Construction completed water main realignment on Margaret Street (see photo 2)

TOWN MANAGER'S UPDATE ...

- Prepared and distributed Press Release for 2014 Leaf Collection
- Met with concerned citizens and representatives of Microtel to review site landscape plan and buffering (Gene Dvornick, Jocelyn Godwin)
- Reviewed Comprehensive Plan Update proposals from Cedar Creek, University of Delaware – Institute for Public Administration (UD-IPA), and URS Corporation
- Presented overview and benefits of the DFIT Worker Compensation Program at Town of Bridgeville Commissioners Meeting
- Represented Town of Georgetown at the City Management Association of Delaware quarterly meeting

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- Represented the Town at Delaware League of Local Governments. Presentation by UD-IPA on “Complete Communities in Delaware”, covering strategies to plan for and manage growth, better design communities, spur reinvestment in older neighborhoods, protect resources, understand links between land use and transportation planning, and promote economic development
- Attended Delaware State Housing Authority meeting regarding housing and community development in Sussex County (Gene Dvornick, Jocelyn Godwin)



Photo 1 - Margaret Street (West Laurel Street to West Market Street)

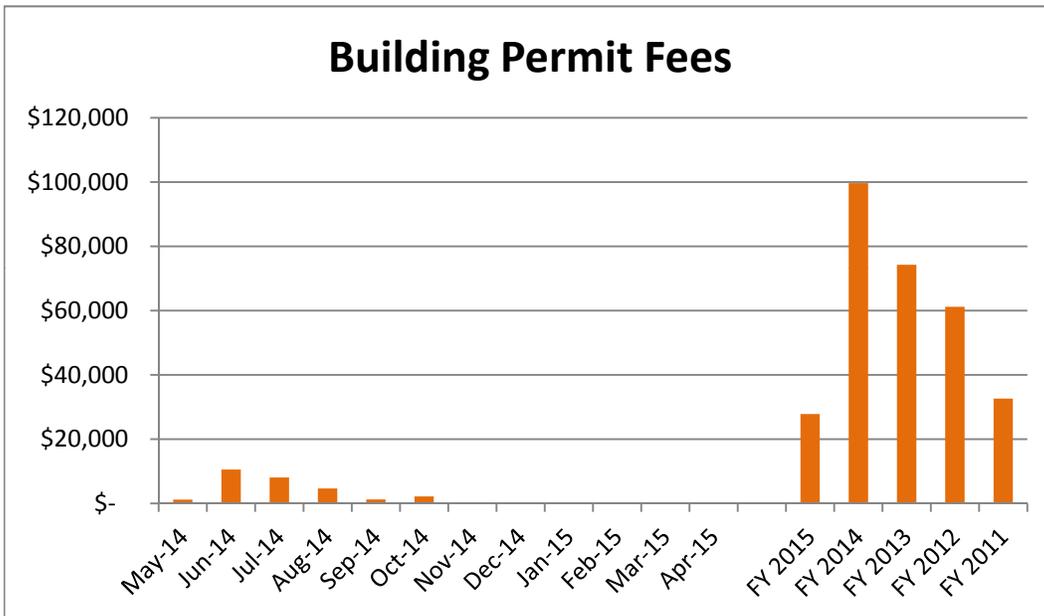
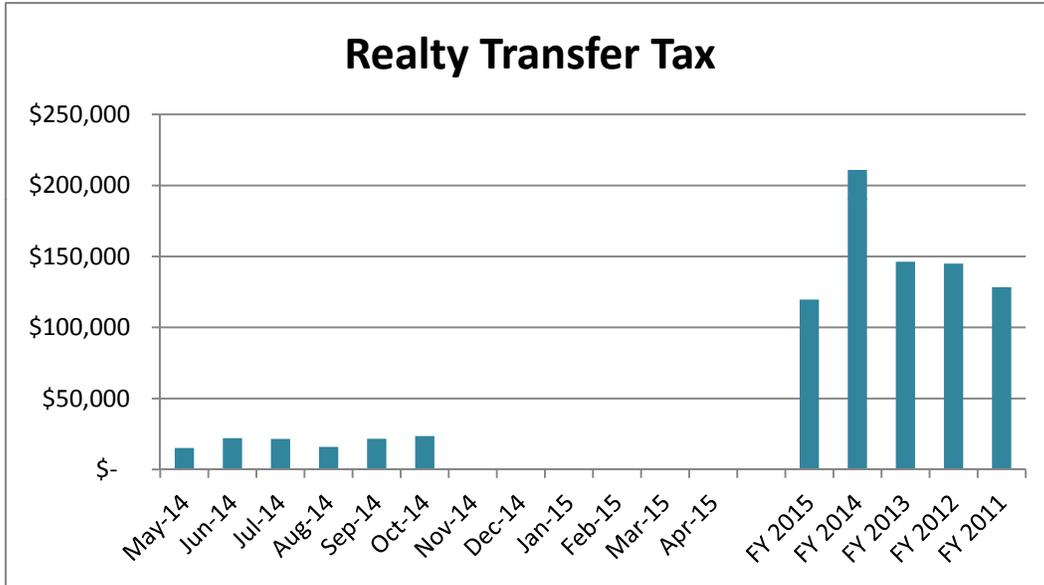
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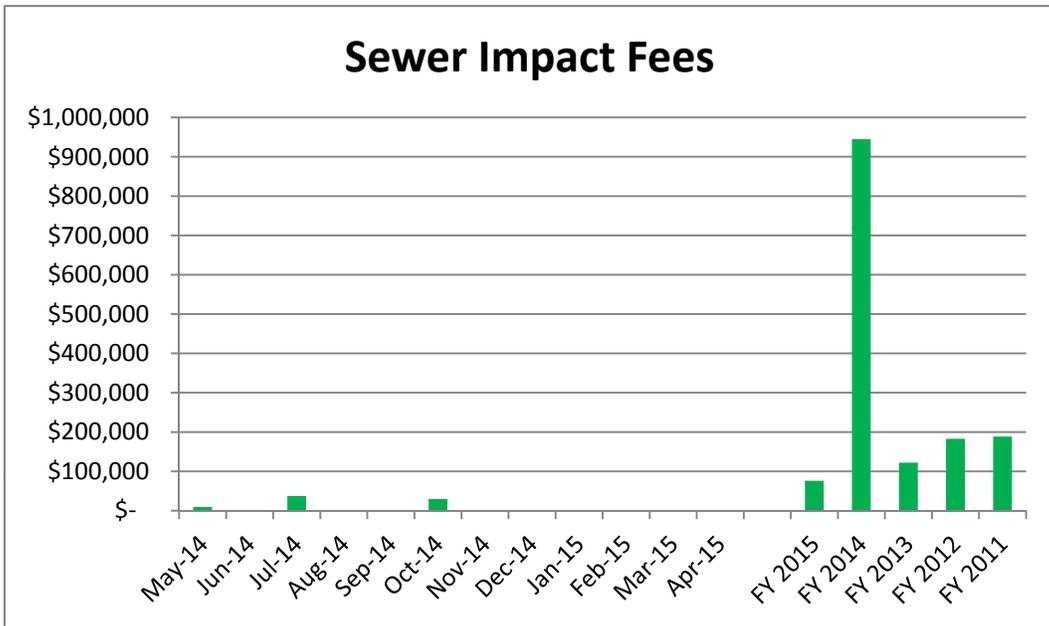
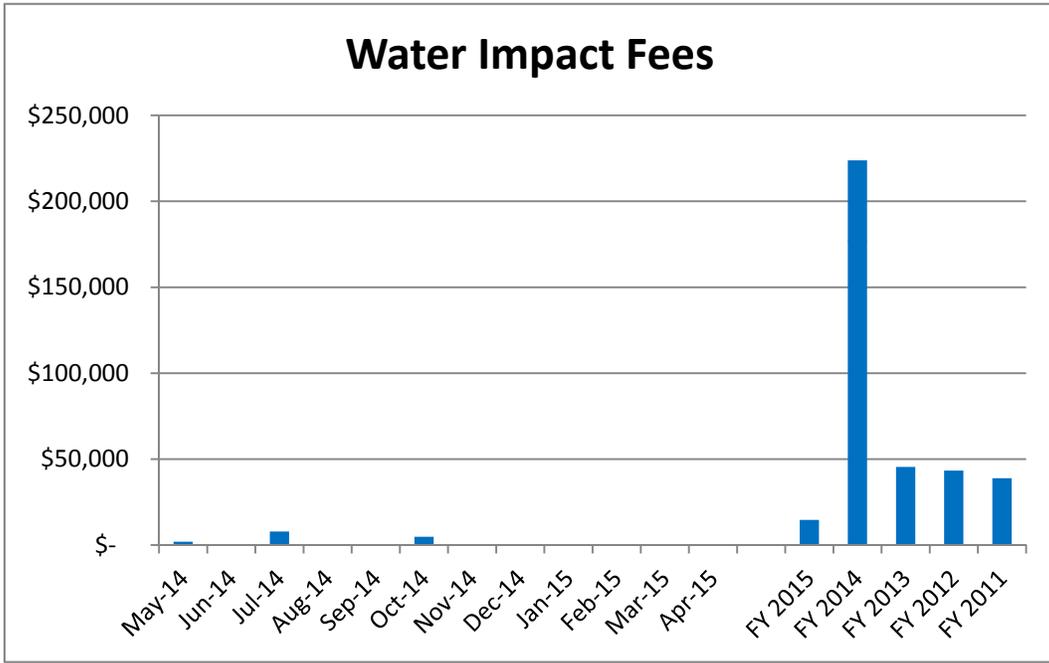
Photo 2 - Water Main Realignment

***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

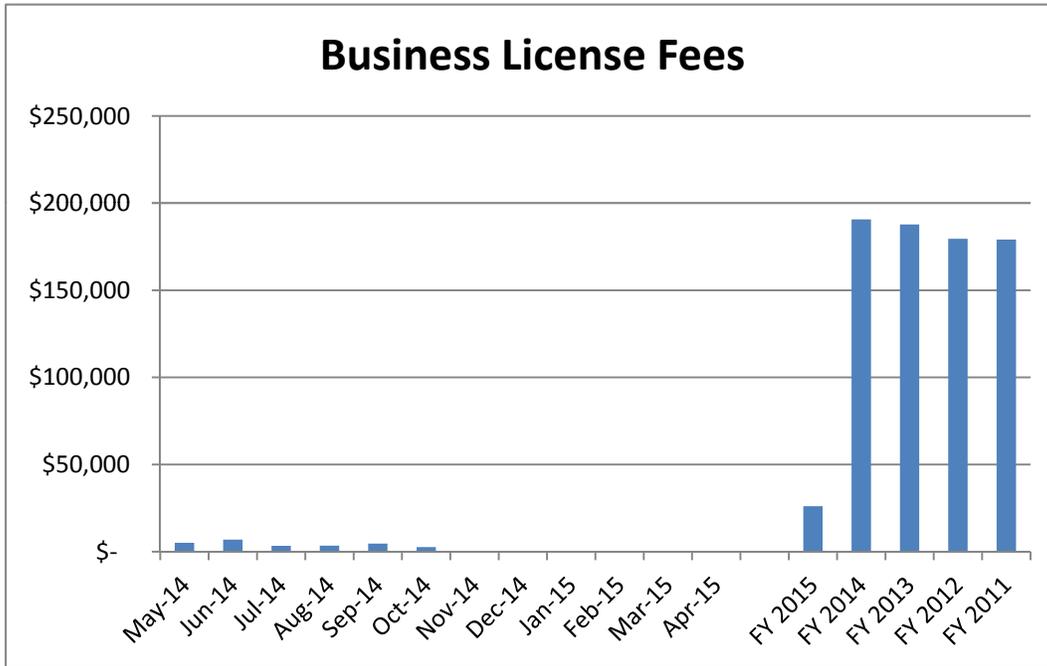
Key Revenue Items



Key Revenue Items



Key Revenue Items





Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
All	All	10/01/2014	10/31/2014

Case Activity:

	Burk, James	Total
New Cases	71	71
Closed Cases	79	79
Open Cases at start of period	39	39
Open Cases at end of period	31	31

Violation Activity

New Violations Cited	Burk, James	Total
225-4 Advertising of Yard Sales	1	1
225-7 Violations and penalties (Yard Sales)	1	1
Accessory Structures	3	3
Accumulation (Scrap Tires)	3	3
Deposit and accumulation of grass clippings	3	3
Depositing garbage prohibited	5	5
Detrimental Objects	34	34
Exterior Structures	2	2
Failure of property owner to remedy; action by Town.	1	1
Height limit of other vegetation	8	8
Height of Grass	8	8
Holiday Lighting	1	1
Indoor Furniture/Outside	8	8
Maintenance of trees and other vegetation.	5	5
Notice deemed effective for remainder of year.	6	6
Overcrowding	1	1
Parking - Certain other parking prohibited	13	13
Parking Area Standards	1	1

Permit for construction required	4	4
Rental/Business License	1	1
Roofs	1	1
Scrap Tire Management – General	3	3
Trash, Collection	17	17
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	11	11
Violations and penalties. (Scrap Tires)	3	3
Totals	146	146

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	10/01/2014	10/31/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	11	11
Closed Cases	11	11
Open Cases at start of period	7	7
Open Cases at end of period	7	7

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accessory Structures	1	1
Depositing garbage prohibited	2	2
Detrimental Objects	3	3
Exterior Structures	1	1
Failure of property owner to remedy; action by Town.	1	1
Height limit of other vegetation	5	5
Height of Grass	5	5
Notice deemed effective for remainder of year.	3	3
Parking - Certain other parking prohibited	2	2
Permit for construction required	1	1
Roofs	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	4	4
Totals	30	30

Location Type	Location Field	Date From	To
Ward	2	10/01/2014	10/31/2014

Case Activity:

	Burk, James	Total
New Cases	32	32
Closed Cases	40	40
Open Cases at start of period	18	18
Open Cases at end of period	10	10

Violation Activity

New Violations Cited	Burk, James	Total
Accessory Structures	1	1
Accumulation (Scrap Tires)	2	2
Deposit and accumulation of grass clippings	2	2
Depositing garbage prohibited	3	3
Detrimental Objects	19	19
Height limit of other vegetation	3	3
Height of Grass	3	3
Holiday Lighting	1	1
Indoor Furniture/Outside	3	3
Maintenance of trees and other vegetation.	1	1
Notice deemed effective for remainder of year.	3	3
Overcrowding	1	1
Parking - Certain other parking prohibited	4	4
Permit for construction required	1	1
Scrap Tire Management – General	2	2
Trash, Collection	12	12
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	3	3
Violations and penalties. (Scrap Tires)	2	2
Totals	67	67

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	10/01/2014	10/31/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	17	17
Closed Cases	16	16
Open Cases at start of period	9	9
Open Cases at end of period	10	10

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
225-4 Advertising of Yard Sales	1	1
225-7 Violations and penalties (Yard Sales)	1	1
Accumulation (Scrap Tires)	1	1
Detrimental Objects	9	9
Indoor Furniture/Outside	4	4
Maintenance of trees and other vegetation.	2	2
Parking - Certain other parking prohibited	5	5
Parking Area Standards	1	1
Scrap Tire Management – General	1	1
Trash, Collection	3	3
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	2	2
Violations and penalties. (Scrap Tires)	1	1
Totals	31	31

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	10/01/2014	10/31/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	11	11
Closed Cases	12	12
Open Cases at start of period	5	5
Open Cases at end of period	4	4

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accessory Structures	1	1
Deposit and accumulation of grass clippings	1	1
Detrimental Objects	3	3
Exterior Structures	1	1
Indoor Furniture/Outside	1	1
Maintenance of trees and other vegetation.	2	2
Parking - Certain other parking prohibited	2	2
Permit for construction required	2	2
Rental/Business License	1	1
Trash, Collection	2	2
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	2	2
Totals	18	18

**Town of Georgetown
Planning Department
Building Permits
October 2014**

Permit #	Date	Address	Map/Parcel	Property Owner	Use			Type					# of EDU	Project Cost	Emerg. Fee	Inspect Fee	Bldg. Per. Fee	Brief Description
					SF	MF	COM	New	Int	Ext	Demo	Misc						
P1400224	10/1/2014	124 Burton Street	135-15.17-134.00	William Willey	1					1				\$ 19,992.00			\$ 120.00	Replace Gutters etc
P1400225	10/2/2014	12 Mae Street	135-14.15-19.00	Vincent Dibattista	1					1				\$ 2,500.00	\$ -		\$ 35.00	New Shingles/Siding
P1400226	10/7/2014	207 Primary Avenue	135-19.12-38.00	Abundante Vida Iglesia			1					1		\$ 6,760.00			\$ 55.00	Install Fence
P1400227	10/7/2014	406 South Bedford St.	135-20.00-6.04-1	OV Associates, LLC			1			1				\$ 5,882.00			\$ 50.00	Exterior Repairs
P1400228	10/8/2014	9 East Market St.	135-14.20-203.00	Edward Maull			1					1		\$ 3,650.00			\$ 40.00	Install Sign
P1400229	10/8/2014	302 Margaret St.	135-19.08-14.00	Vicente Nunez	1				1					\$ 1,000.00			\$ 25.00	Interior Renovs.
P1400230	10/9/2014	20550 Dupont Blvd	135-14.00-35.02	North Salisbury Holdings			1					1		\$ 20,000.00			\$ 120.00	Install Signs
P1400231	10/10/2014	108 Elizabeth St.	135-19.08-67.00	Robert Ricker	1					1				\$ 1,400.00			\$ 30.00	New Garage Doors
P1400232	10/14/2014	406 South Bedford St.	135-20.00-6.04	Georgetown Business			1		1					\$ 850.00			\$ 25.00	Tenant Fit-out
P1400233	10/17/2014	28 Rowland Way	135-19.00-106.00	Amanda Wells	1							1		\$ 6,000.00			\$ 50.00	Install Fence
P1400234	10/20/2014	13 The Circle	135-19.08-153.00	13 The Circle LLC			1			1				\$ 11,500.00			\$ 80.00	Replace Windows
P1400235	10/20/2014	9 Conaway Street	135-15.17-179.00	Marie Vickers	1				1					\$ 1,300.00			\$ 30.00	Replace Floors
P1400236	10/20/2014	104 West Market St.	135-19.08-81.01	Robert Robinson	1					1				\$ 2,000.00			\$ 30.00	Repair Porch
P1400237	10/21/2014	501 College Park Lane	135-14.00-35.08	College Park Retail LLC			1					1		\$ 4,000.00			\$ 40.00	Install Sign
P1400238	10/21/2014	22297 Dupont Blvd	135-19.00-63.01	Beacon Hospitality			1					1		\$ 2,000.00			\$ 30.00	Install Sign
P1400239	10/22/2014	110 Wingate Drive	135-19.07-68.00	SC Habitat for Humanity	1			1				1		\$ 80,262.00	\$ 80.26	\$ 35.00	\$ 425.00	1,774 sf Home
P1400240	10/22/2014	115 Burton Street	135-15.17-141.00	Tari Robinson	1						1			\$ 400.00			\$ 25.00	Demo Shed
P1400241	10/22/2014	22297 Dupont Blvd.	135-19.00-63.01	Beacon Hospitality LLC			1					1		\$ 4,000.00			\$ 40.00	Install Sign
P1400242	10/23/2014	16 Barr Lane	135-15.17-26.00	Evelio Velasquez	1						1			\$ 1,700.00			\$ 30.00	Renovate Shed
P1400243	10/24/2014	102 Nelson Avenue	135-14.19-19.00	Norvel Orendorf	1							1		\$ 4,020.00			\$ 45.00	Repair Porch
P1400244	10/28/2014	2 South Dupont Hwy	135-19.00-29.00	Georgetown Plaza Assoc.			1		1					\$ 34,000.00			\$ 190.00	Interior Renovs.
P1400245	10/28/2014	110 West North Street	135-14.19-70.02	Georgetown Health Care			1					1		\$ 2,200.00			\$ 35.00	Replace Sign
P1400246	10/28/2014	406 South Bedford St.	135-20.00-6.04	Georgetown Business			1		1					\$ 700.00			\$ 25.00	Tenant Fitout
P1400247	10/28/2014	205 North Front St.	135-14.20-134.05	John Nichols	1					1				\$ 27,193.00			\$ 160.00	Roof Solar Panels
P1400248	10/28/2014	120 North Race St.	135-14.20-175.00	BAHAR LLC			1			1				\$ 7,000.00			\$ 55.00	Renovs. & Repairs
P1400249	10/29/2014	20304 Dupont Blvd.	135-14.00-34.00	First Baptist Church			1			1				\$ 45,000.00			\$ 245.00	Replace Roof
P1400250	10/30/2014	21365 Biden Avenue	135-14.00-203.00	College Park Medical Pav.			1					1		\$ 1,000.00		\$ 35.00	\$ -	Concrete Bus Pads
P1400251	10/30/2014	4 College Park Lane	135-14.00-35.03	Walmart			1					1		\$ 1,000.00			\$ -	Concrete Bus Pads
P1400252	10/31/2014	307 Robinson Street	135-19.08-22.00	William Taylor	1							1		\$ 2,000.00			\$ 30.00	Porch Railing
P1400253	10/31/2014	120 North Race Street	135-14.20-175.00	BAHAR LLC			1					1		\$ 475.00			\$ 25.00	Replace Sign
P1400254	10/31/2014	401 College Park Ste 4	135-14.00-35.08	College Park Retail LLC			1		1			2		\$ 70,000.00			*	Tenant Fit-out
P1400255	10/31/2014	201 Cedar Street	135-14.20-272.00	Georgetown Aid Inc.			1		1					\$ 8,500.00			\$ 65.00	Replace Door, etc
Totals					13	0	19	1	7	9	1	14	3	\$ 378,284.00	\$ 80.26	\$ 70.00	\$ 2,155.00	

Use
SF - Single Family
MF - Multi-family
COM - Commercial

Type
New - New Construction
Int - Interior Renovation
Ext - Exterior Renovation
Demo - Demolition
Misc - Miscellaneous

* \$370 pd 11/3/14



Town of Georgetown Press Release

FOR IMMEDIATE RELEASE

November 12, 2014
Contact: Gene Dvornick
Phone: (302) 856-7391

Town of Georgetown Leaf Collection

Residents Asked to Use Compostable Paper Bags

Georgetown – The Town of Georgetown will begin picking up bagged leaves on Monday, November 17 and will continue through Friday, November 21. Leaf collection is in residential areas only and residents are requested to follow these collection guidelines:

- Use of compostable paper bags is required – no plastic bags will be collected.
- Bagged leaves should be placed curbside for collection. Please do not place bags in the street, on bike lanes or sidewalks, or in drainage ditches.
- Pick up is limited to leaves only, no other debris such as branches, dirt and soil piles, garden material, grass clippings, and shrubs will be collected.

Collection will take place according to the following schedule:

Monday, November 17	Ward 1	Areas East of South Bedford Street and South of East Market Street
Tuesday, November 18	Ward 2	Areas East of North Bedford Street and North of East Market Street
Wednesday, November 19	Ward 3	Areas West of North Bedford Street and North of West Market Street
Thursday, November 20	Ward 4	Areas West of South Bedford Street and South of West Market Street
Friday, November 21		As determined by the Director of Public Works

As pick up routes are already established, pick up is limited to what is placed curbside on the date scheduled above. Leaf collection may be impacted due to weather conditions and workload.

Residents with questions may contact Town Hall at (302) 856-7391.

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